

MUSTT Tutorial for Riders

Created by

AFSEC/SEGT, Kirtland AFB, NM 87114

19 February 2014

NEXT SLIDE

NEW RIDERS TO MUSTT CREATING AN ACCOUNT (RECORD)

This tutorial will take you step-by-step through creating your AFSAS/MUSTT Training Account (Record). All Air Force (AF) motorcycle riders, to include off-road motorcycle riders, are required to be registered in the MUSTT Training Module. This requirement applies whether you intend to register or ride your motorcycle on or off-installation. It also applies to Air National Guard and Air Force Reserve members who operate a motorcycle on or off-duty while on Title 10 or 32 orders.

Log into a computer with CAC accessibility. Insert CAC and log into <https://afsas.af.mil>

A screen, similar to one below will appear. Background color will be different as this tutorial was created using a training module.



NOTE: Username and Password is not required.

Click on the "Create AFSAS Account"

Click "Next Slide" to continue tutorial

NEXT SLIDE

CREATING AN ACCOUNT (RECORD)



UNCLASSIFIED REPORTING ONLY

AFSAS Time: 12 FEB 2014 1511(Z)

CREATE AFSAS ACCOUNT [Print](#) [Size +](#)

[Applicant, User and User Administrator Responsibilities](#)

[Who Should Have a Secondary AFSAS Account?](#)

Personal Information

Employment Status Tier 1: * -- select employment status ▾

Last Name: *

First Name: *

Middle Name: (optional)

Assigned Organization Tier 1: * -- select organization tier 1 -- ▾

Office Symbol: * (e.g., SE, MXAA, SGPM)

Base: * (e.g., Kirtland AFB, Phoenix Sky Harbor, Pentagon ADM) ☐

☐ Not located on a Government Installation

Motorcycle rider? * ☐ Yes ☐ No

Contact Information

Phone: * (At least one contact number is required)

DSN: (312 CONUS) - ext.

US Commercial: () - ext.

International: ext.

Email Address: * .mil or .gov if available

Confirm Email Address: * .mil or .gov if available

Official Mailing Address (optional)

Line 1:

Line 2:

Line 3:

City, State, Zip or Foreign Country:

Job Function(s) in Current Position: * ☐ Check all that apply

<input type="checkbox"/> Bioenvironmental Engineer	<input type="checkbox"/> Chief of Safety	<input type="checkbox"/> Chief of the Office of Record	<input type="checkbox"/> Flight Safety Non-Commissioned Officer
<input type="checkbox"/> Flight Safety Officer	<input type="checkbox"/> Flight Surgeon	<input type="checkbox"/> Functional Area Records Manager	<input type="checkbox"/> Ground Safety Manager
<input type="checkbox"/> Ground Safety Technician	<input type="checkbox"/> Human Factors Expert	<input type="checkbox"/> Medical Provider	<input type="checkbox"/> Mishap Investigator
<input type="checkbox"/> Motorcycle Program Manager	<input type="checkbox"/> Motorcycle Rider Coach	<input type="checkbox"/> Motorcycle Safety Representative	<input type="checkbox"/> Other (i.e., Motorcycle Rider/
<input type="checkbox"/> Public Health	<input type="checkbox"/> Records Custodian	<input type="checkbox"/> SIB Member	<input type="checkbox"/> Squadron Flight Safety Office
<input type="checkbox"/> Supervisor of Civilians	<input type="checkbox"/> Supervisor of Military	<input type="checkbox"/> System Safety Program Manager	<input type="checkbox"/> Unit Safety Representative
<input type="checkbox"/> Weapons Safety Manager			

Account Information*

Type of Account Requested: * ☐ Basic ☐ Elevated

Applicant's Justification for AFSAS Access*

Please include the reason you require an AFSAS account as well as justification for any AFSAS role you are requesting.

Your AFSAS account will be immediately created, however, your requested roles will be reviewed by an AFSAS User Administrator in your organization (or above within your organization hierarchy) before they are granted/denied. Therefore, please be sure to include all pertinent information in this justification box.

4000 characters remaining on your input limit. (Word Count: 0)

From this screen enter your personal demographics. Each of the 4 sections shown will be addressed on the next 4 slides.

All information requested with title shaded in red is a mandatory field.

Click "Next Slide" to continue tutorial.

CREATING AN ACCOUNT (RECORD)

Personal Information

– Personal Information

Employment Status Tier 1: *

Employment Status Tier 2: *

Grade: *

Last Name: *

First Name: *

Middle Name: (optional)

Assigned Organization Tier 1: *

Assigned Organization Tier 2: *

Office Symbol: * 

AFSAS thinks you work at:


Base: *


Functional Area: *


AFSC/Job Series: *

Skill Level: *

Motorcycle rider? *

US Military and Coast Guard 


USAF Regular 


E4 

Allen

Alfred

Anthony


US Air Force 

377 Maintenance Squadron (377 MXS) 


MXAA e.g. SE, MXAA, SGPM


[377 MXS/ MXAA]


If this is incorrect, read the hover helps for Organization Tier 1 and Office Symbol.

Kirtland AFB (KIKR) 

☐ Not located on a Government Installation

Maintenance - Aircraft 

Aircraft Structural Maintenance (2A7X3) 

Journeyman (5) 

☒ Yes ☐ No


Section One is your Personal Information.

NOTE: The initial screen you see will not have the Employment Status Tier 2 or Assigned Organization Tier 2. As you fill in Tier 1 data the Tier 2 fields will appear, if needed.

As a minimum you must complete all fields titled in **RED** with a **RED ***.

A black arrow located at the right corner of a fillable field indicates there is a drop down menu, user must select from the drop down menu. A sample of the drop down for “Employment Status Tier 1” is located below.

Click “Next Slide” to continue tutorial.

-- select employment status -- 

-- select employment status --

US Military and Coast Guard

Civilian

Foreign Military

NEXT SLIDE

LAST SLIDE VIEWED

CREATING AN ACCOUNT (RECORD)

Contact Information

– Contact Information

Phone* (At least one contact number is required)

DSN: (312 CONUS) 246 - 0000 ext.

US Commercial: (505) 846 - 0000 ext.

International: ext.

Email Address: * allen.alfred@us.af.mil

Confirm Email Address: * allen.alfred@us.af.mil

Official Mailing Address (optional)

Line 1: 9700 "G" Avenue

Line 2: Room 323C

Line 3:

City, State, Zip or Foreign Country: Kirtland AFB 87117

Section Two is your Contact Information.

The more information provided here will ensure your MSR or Commander will be able to contact you should the need arise. It will also provide the AFSAS/MUSTT Training Module contact information to keep you informed of any changes that may be made in the future to AFSAS/MUSTT Training Module.


Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

CREATING AN ACCOUNT (RECORD)

Job Functions

— **Job Function(s) in Current Position***  Check all that apply

<input type="checkbox"/> Bioenvironmental Engineer	<input type="checkbox"/> Chief of Safety	<input type="checkbox"/> Chief of the Office of Record	<input type="checkbox"/> Flight Safety Non-Commissioned Officer
<input type="checkbox"/> Flight Safety Officer	<input type="checkbox"/> Flight Surgeon	<input type="checkbox"/> Functional Area Records Manager	<input type="checkbox"/> Ground Safety Manager
<input type="checkbox"/> Ground Safety Technician	<input type="checkbox"/> Human Factors Expert	<input type="checkbox"/> Medical Provider	<input type="checkbox"/> Mishap Investigator
<input type="checkbox"/> Motorcycle Program Manager	<input type="checkbox"/> Motorcycle Rider Coach	<input type="checkbox"/> Motorcycle Safety Representative	<input checked="" type="checkbox"/> Other (i.e., Motorcycle Rider/Observer)
<input type="checkbox"/> Public Health	<input type="checkbox"/> Records Custodian	<input type="checkbox"/> SIB Member	<input type="checkbox"/> Squadron Flight Safety Officer
<input type="checkbox"/> Supervisor of Civilians	<input type="checkbox"/> Supervisor of Military	<input type="checkbox"/> System Safety Program Manager	<input type="checkbox"/> Unit Safety Representative
<input type="checkbox"/> Weapons Safety Manager			

Section Three is information related to your Job Functions.

Check the box(es) for job functions you currently hold. For most new riders, the only box that needs to be checked is “Other (i.e. Motorcycle Rider/Observer)”

Click “NEXT SLIDE” to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

CREATING AN ACCOUNT (RECORD)

Account Information

The screenshot shows a web form titled "Account Information". At the top, there is a tab labeled "Account Information*". Below this, the "Type of Account Requested: *" section has two radio buttons: "Basic" (which is selected) and "Elevated". A red arrow points from the "Basic" radio button to the text "Click on the circle next to 'Basic' to establish an initial AFSAS account for new riders." Below this is the "Applicant's Justification for AFSAS Access*" section, which contains a text area with the text "I am an Air Force Motorcycle Rider". A red arrow points from this text to the text "In the Applicant's Justification for AFSAS Access type in 'Motorcycle Rider'". At the bottom of the form, there are two buttons: "Submit Application" and "Cancel". A red arrow points from the "Submit Application" button to the text "Click 'NEXT SLIDE' to continue tutorial.".

Account Information*

Type of Account Requested: *

☒ Basic ☐ Elevated

Applicant's Justification for AFSAS Access*

I am an Air Force Motorcycle Rider

3966 characters remaining on your input limit. (Word Count: 7)

Submit Application Cancel

Section Four is your Account Information

Click on the circle next to "Basic" to establish an initial AFSAS account for new riders.

In the Applicant's Justification for AFSAS Access type in "Motorcycle Rider".

Once you have completed section four, go back and double check to ensure all information is correct in sections 1 through 4 and change if necessary. If all information is correct click on "Submit Application".

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

Print

Save

AFSAS requires you to accept the following terms before continuing. These terms may change at any time, at which point you will be required to re-accept these terms again. Lastly, you are required to maintain your agreement current every 1.2 months.

Version: 2024.01.20.2021

USER AGREEMENT

for the

AIR FORCE SAFETY AUTOMATED SYSTEM (AFSAS)

Access to AFSAS and the use of the data and reports withdrawn from it is predicated upon your acceptance of this user agreement. This user agreement covers the types of information contained in AFSAS, the restrictions on their reproduction and distribution, notification and consent to monitoring, and concludes with a disclaimer.

For Official Use Only (FOUO) Information

AFSAS contains FOUO information which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. FOUO information is unclassified information that may be withheld from the public when disclosure would cause a foreseeable harm to an interest protected by one or more provisions of Information Laws (Paragraphs 2 through 9, References DoS 5000.8-R, DoD Freedom of Information Act Program, for a complete list of laws and executive orders that govern FOUO information).

Information in personnel and medical records, as well as personal information in other files, that if disclosed, would result in an unwarranted invasion of personal privacy;

Information generated with the understanding that it will be retained on a privileged or confidential basis;

Technical or scientific data developed by a contractor at private expense;

Information of a confidential nature that is developed by a contractor in part with Federal funds but the contractor has legitimate proprietary interests;

Privileged FOUO information disclosed to AFSAS by a contractor in part with Federal funds;

Information protected by the Privacy Act.

Do not release FOUO information outside DOD unless appropriate approval is obtained from an appointed initial denial authority. Unauthorized disclosure or misuse of this information may result in criminal and/or civil penalties.

I understand the above and acknowledge the restrictions pertaining to the use and disclosure of FOUO information. *

Privacy

It is essential that AFSAS users are alerted to Privacy Act protected information and ensure they do not distribute such information outside DOD. Even though AFSAS contains information that is not subject to the Privacy Act, it is imperative that users understand their need to know. The Air Force Privacy Act Program is governed by AF13-33.2. Information pertaining to the Privacy Act includes, but is not limited to:

• DoD Information

• Social media

• Home of record

• Official and/or address and data phone for overseas duty

• Financially disposable or sensitive visits

• Number, name and sex of dependents

• Home address and phone numbers

• Injured body parts

• Toxicology test results

• Medical records

• Age, date of birth, height, weight

• Physical characteristics

• Photographs and/or videotapes showing human remains or blood spatters are not releasable due to the privacy interests involved individuals or their families.

I understand the above and acknowledge the restrictions pertaining to the use and disclosure of information pertaining to the Privacy Act. In addition, I understand there are civil and criminal penalties for Privacy Act violations. *

Notification and Consent to Monitoring

AFSAS is hosted on a Department of Defense (DoD) network system. Every time you use AFSAS, you acknowledge and consent that when you access AFSAS you are consenting to the following:

• You are accessing a U.S. Government (USG) information system (24). You acknowledge and consent to submit any data attached to this information system) that is provided to the USG.

• The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and management, information security, personnel and/or physical (PMO), law enforcement (LE), and counterintelligence (CI) investigations (25).

• At any time, the U.S. Government may request and receive data stored on this information system, network, information system, communications wire, or stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed without your consent.

• Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed without your consent.

• The information system includes security measures (e.g., authentication and access controls) to protect U.S. Government information/communications from unauthorized access and/or disclosure.

• Notwithstanding the above, using an information system does not constitute consent to personal monitoring, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) and/or access to personal information or services by law enforcement, cyberthreats, or deny, and their assistants; under the circumstances, such investigations and work product are private and confidential, as further explained below:

• Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, the USG's ability to intercept, monitor, or otherwise access, use, or disseminate information, or to use any information for any purpose, or for communications security. This includes all communications.

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Click "NEXT SLIDE" to continue tutorial.

LAST SLIDE VIEWED

CREATING AN ACCOUNT (RECORD)

Professional Experience

The screenshot shows a web form titled "PROFESSIONAL EXPERIENCE". At the top, there is a green header bar with "Print" and "Size +" icons. Below the header is a yellow warning box that reads: "WARNING Please enter/review your professional experience information and be sure to click on the 'Save Professional Experience' button at the bottom of the page." The form is divided into sections. The "Account Header" section contains fields for "Account ID: 305967", "Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA", "DoD ID: --", "Base: Kirtland AFB", "Last Updated: 12 FEB 2014 1635(Z)", and "Expiration Date: 12 MAY 2014". Below this is a question "Are you rated?*" with radio buttons for "Yes" and "No". Another question "Do you have Aircraft or Remotely Piloted Aircraft (RPA) airframe or engine maintenance experience?*" also has radio buttons for "Yes" and "No". Below these is a section titled "Period of Unavailability for Investigations (optional)" which states "No period of unavailability has been entered" and includes a link "Add New Period of Unavailability". At the bottom of the form is a button labeled "Save Professional Experience". Three red arrows point from the text on the right to the "Are you rated?" question, the "Do you have Aircraft or Remotely Piloted Aircraft (RPA) airframe or engine maintenance experience?*" question, and the "Add New Period of Unavailability" link.

This window will allow you to list your professional experiences.

Read each question in **RED** and click on the circle to the left of the appropriate response.

If you answered "YES", to either question, you may enter dates of unavailability to assist in a safety investigation by clicking on "add New Period of Unavailability". This field is optional but is helpful for planning purposes if you have these specialized experiences.

NOTE: At this point don't concern yourself with the "MENU" to the left of the Professional Experience box or the tab "MENU" at the top of the page above the Professional Experience box. These will be explained later when addressing editing your record in MUSTT Training Database.

Once all information is checked click on the "Save Professional Experience" button to proceed.

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

UPDATE MOTORCYCLE RIDER

UPDATE MOTORCYCLE RIDER

MESSAGE Successfully Updated Professional Experience

Account Header

Account ID: 305967 Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA Last Updated: 12 FEB 2014 1635(Z)
DoD ID: -- Base: Kirtland AFB Expiration Date: 12 MAY 2014

Date Arrived at Organization: 03 FEB 2014

Year of Birth: Year 1993

Approximate Age: 21

Gender: ☒ Male ☐ Female

Licensed for Motorcycle: ☒ Yes ☐ No

Category of Rider:

Approximate Date Started Riding Motorcycles: Month MAY Year 2003

Approximate Years of Experience: 10.8

Average Miles Ridden Per Year: 2000

Comments: (optional)

I am an MSF RiderCoach for BRC/BRC2 and MSRC

3956 characters remaining on your input limit. (Word Count: 9)

Date Separated from DOD/Military Service: (optional) DD MON YYYY

Save Motorcycle Rider Cancel

Once your “Professional Experience” is submitted you have completed your registration in AFSAS/MUSTT Training Module. Now you will begin completing information regarding your riding experience and training.

On this page complete all open data fields by filling in or clicking on the appropriate circle.

NOTE: Anytime you see this icon” “ it indicates there is a calendar view for selecting a date. By clicking on the ICON a calendar will appear for you to research the date needed and select.

Once complete click on the “Save Motorcycle Rider” at the bottom left of this screen to proceed.

Click “NEXT SLIDE” to continue tutorial.

NEXT SLIDE

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MANAGE MOTORCYCLES

On this screen you will enter information about your motorcycle(s).

Verify your personal information in “Account Holder” section.

Click “Add a Motorcycle” to begin the process of entering your motorcycle(s).

Click “NEXT SLIDE” to continue tutorial.

MANAGE MOTORCYCLES **Print** **Size +**

MESSAGE Successfully Updated Motorcycle Rider

- Account Header

Account ID: 305967	Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA	Last Updated: 12 FEB 2014 1635(Z)
DoD ID: --	Base: Kirtland AFB	Expiration Date: 12 MAY 2014

- 0 Please enter all motorcycles rider currently rides or has previous experience with.

No Motorcycles Entered; Please enter all motorcycles rider currently rides or has previous experience with.

[Add a Motorcycle](#)

[Done with Motorcycles](#)

NEXT SLIDE

LAST SLIDE VIEWED

UPDATE MOTORCYCLES

UPDATE MOTORCYCLE +

Account Header

Account ID: 305967 Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA Last Updated: 12 FEB 2014 1635(Z)
DoD ID: -- Base: Kirtland AFB Expiration Date: 12 MAY 2014

Type: * Sport
Year: * 2012
Make: * Ducati
Model: * Monster
Engine Size: * 751-1000CC
Horsepower: (optional)

Approximate Date First Rode this Motorcycle: * Month JUL Year 2013

Riding Status: * ☒ Currently Ridden ☐ Previously Ridden

Years experience with this Motorcycle: 0.6

Sport Bike:
A term applied to light weight, high horsepower motorcycles with designed with emphasis on acceleration, cornering and stopping power. Sport Bikes have an aggressive riding position with the rider's belly to the gas tank. Their weight makes them easy to handle but the sensitive and powerful accelerator can get an inexperienced rider into trouble. These bikes are very popular with young riders.

NOTE: When you enter "type" of motorcycle, a photo will appear for you to verify your motorcycle. If the photo isn't similar to your motorcycle, select a different style of motorcycle.

On this screen you will enter information concerning your motorcycle. Only one motorcycle will be entered at a time.

Once the motorcycle information is entered, identify the Riding Status of this motorcycle by checking "Currently Ridden" or "Previously Ridden".

There are Hover help ICONs located throughout the AFSAS/MUSTT/Training module. To help you understand what information the field is requesting, click on the Hover help if you need further clarification.

An example of a Hover help is illustrated below. The Hover help shown is for "Riding Status". If you roll the computer cursor over the Hover help a popup will appear with help information. To lock the popup window open, double left click on the Hover help Icon.

Click on "Save Motorcycle" to be taken to the next screen for adding more motorcycles or indicating you are done with entering motorcycles.

Click "NEXT SLIDE" to continue tutorial.

Example:

Currently Ridden: Includes currently owned and rented or loaned motorcycles.

Previously Ridden Includes previously owned and rented or loaned motorcycles.

NEXT SLIDE

LAST SLIDE VIEWED

UPDATE MOTORCYCLES

MANAGE MOTORCYCLES

MESSAGE Successfully Added Motorcycle

Account Header

Account ID: 305967 Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA Last Updated: 12 FEB 2014 1635(Z)
DoD ID: -- Base: Kirtland AFB Expiration Date: 12 MAY 2014

1 Please enter all motorcycles rider currently rides or has previous experience with.

Action	Type	Year	Make	Model	Engine Size	Dates Rode
	Sport	2012	Ducati	Monster	751-1000CC	07/2013 to Present

Displaying Results 1 - 1 of 1 records. Export to:

[Add a Motorcycle](#)

[Done with Motorcycles](#)

From this screen, verify the motorcycle information is correct for the motorcycle you entered. If not, select the "Update Motorcycle" ICON "" to make changes and save your changes.

If changes are not needed and all information is correct, you can either enter another motorcycle by clicking on "Add a Motorcycle" or move on to next entry page for training.

To move to the next page, click "Done with Motorcycles" at bottom left of screen.

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

MANAGE TRAINING COURSES

MANAGE TRAINING COURSES

Print - Size +

! WARNING

If training course is a repeat (recurring) requirement, please add a new formal training course each time the rider completes the course.

- Account Header

Account ID: 305967

Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA

DoD ID: --

Base: Kirtland AFB

Last Updated: 12 FEB 2014 1635(Z)

Expiration Date: 12 MAY 2014

List of Formal Training Courses

- 0 List of Training Courses Attended

Please upload any supporting documentation for your Motorcycle training courses and then contact your MSR to verify the documentation and add your training course records.

No Training Courses Entered

- 0 List of Training Courses Certified To Instruct

No Training Courses Certified To Instruct

Done with Formal Training

From this screen, you can only verify training entered. If any corrections or new training needs to be entered contact your unit MSR.

As a rider you will not be able to enter training. However, you will be able to upload your training card or certificate, which will be shown later in this tutorial.

Once you have completed reviewing this page click "Done with Formal Training" to proceed.

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

MANAGE UNIT/BASE BRIEFINGS

MANAGE UNIT/BASE BRIEFINGS Print - Size +

- Account Header

Account ID: 305967 Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA Last Updated: 12 FEB 2014 1635(Z)
DoD ID: -- Base: Kirtland AFB Expiration Date: 12 MAY 2014

- 0 List of Unit/Base Briefings

Please upload any supporting documentation for your Motorcycle briefing courses and then contact your MSR to verify the documentation and add your briefing records.

No Unit/Base Briefings Entered.

Done with Unit/Base Briefings

This screen allows you to review Unit/Base briefings you have attended.

As a rider you will not be able to enter briefings.

However, you will be able to upload proof of briefing attended, which will be shown later in this tutorial.

Any additions or changes will be made by contacting your MSR.

When review of this page is complete click on “Done with Unit/Base Briefing” to proceed.

Click “NEXT SLIDE” to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

MANAGE FILES

MANAGE FILES Print - Size +

- Account Header

Account ID: 305967 Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA ☒ Last Updated: 12 FEB 2014 1635(Z)
DoD ID: -- Base: Kirtland AFB Expiration Date: 12 MAY 2014

- 0 Attached Files

Recommended items to store:

- CC's initial brief
- Training completion card or certificate
- Approval letter from CC for members exceeding 30 day training requirement
- Any letter or memo regarding members training

[File Activity Log](#)

This Account has no files attached.

Add Files

[Done With Files](#)

From the Unit/Base Briefings screen you will enter Managing Files.

On this screen, you will be able to upload electronic copies of your training and briefing documents as well as other files you feel would be beneficial to have concerning motorcycle safety.

Uploading proof documents prior to notifying MSR of training or briefings attended will speed up the MSR verification process. If your documents have already been uploaded the MSR can quickly reference/verify them and enter training or briefing accomplished.

To upload an electronic record (all commonly used formats may be saved: .doc, .docx, .bmp, .jpg, et.) click "Add Files" button.

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

MANAGE FILES


UPLOAD FILES Print Size +

! WARNING Please ensure that the file you are attempting to upload is not password protected.

Account Header

Account ID: 305999 **Name:** E4; Allen, Alfred A.; USAF 377 MXS/MXAA **Last Updated:** 12 FEB 2014 2102(Z)
DoD ID: -- **Base:** Kirtland AFB **Expiration Date:** 12 MAY 2014

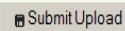

Acceptable File Formats: Any

Attach File: 

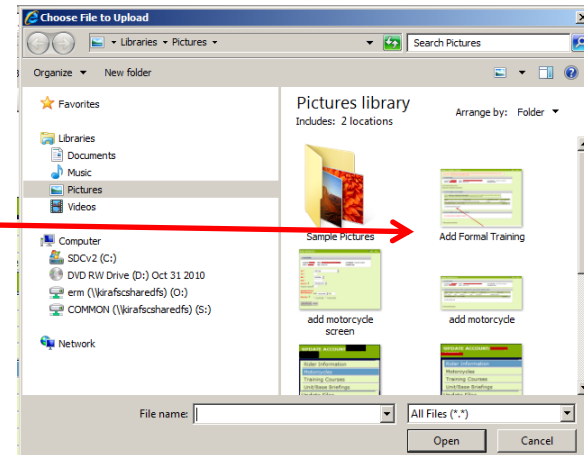
Please ensure that the file you are attempting to upload is not password protected.

AFSAS scans attached files for viruses. If a virus is detected, AFSAS will delete the file and notify you.

You may upload up to five files; attachment size is subject to local base restrictions; If you need to upload a file that exceeds this limitation, please contact the [AFSAS Help Desk](#).

Click the “Browse” button.



Select file from computer to upload


UPLOAD FILES Print Size +


! WARNING Please ensure that the file you are attempting to upload is not password protected.

Account Header

Account ID: 305999 **Name:** E4; Allen, Alfred A.; USAF 377 MXS/MXAA **Last Updated:** 12 FEB 2014 2102(Z)
DoD ID: -- **Base:** Kirtland AFB **Expiration Date:** 12 MAY 2014

Acceptable File Formats: Any

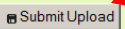

Attach File: 

Action	File to Upload	Upload Date
	C:\Users\WbertAA\Pictures\Add Formal Training.png	12 FEB 2014

Please ensure that the file you are attempting to upload is not password protected.

AFSAS scans attached files for viruses. If a virus is detected, AFSAS will delete the file and notify you.

You may upload up to five files; attachment size is subject to local base restrictions; If you need to upload a file that exceeds this limitation, please contact the [AFSAS Help Desk](#).

Select file from computer by double left clicking on the file. The file will be shown as ready for “File to Upload”

Once you verified it is the correct file. Click “Submit Upload” button.

Click “NEXT SLIDE” to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

MANAGE FILES

MANAGE FILES Print - Size +

MESSAGE Successfully uploaded 1 files.

Account Header

Account ID: 305999 DoD ID: --

Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA Base: Kirtland AFB

Last Updated: 12 FEB 2014 2102(Z) Expiration Date: 12 MAY 2014

1 Attached Files

Recommended items to store:

- CC's initial brief
- Training completion card or certificate
- Approval letter from CC for members exceeding 30 day training requirement
- Any letter or memo regarding members training

File Activity Log

1 Files 159.63 KB

Action	File Name	File Size	Uploaded On	Virus Scan Status
	Add_Formal_Training.png	159.63 KB	12 FEB 2014	

Displaying Results 1 - 1 of 1 records. Export to:

Add Files Delete All Files

Done With Files

From the main Manage Files window, you can verify the file was properly uploaded. From here you can also delete the file by clicking on the “” ICON.

Also, you can change the file name or replace the file uploaded by clicking on “” ICON and following instructions.

To upload another file just click on the “Add Files” and repeat procedures.

Once complete click on “Done with Files” to proceed.

Click “NEXT SLIDE” to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

ACCOUNT VALIDATION RESULTS

ACCOUNT VALIDATION RESULTS Print Size +

MESSAGE All required Account Information has been entered. However, you should review all warnings below.

Account Header

Account ID: 305999	Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA	Last Updated: 12 FEB 2014 2102(Z)
DoD ID: --	Base: Kirtland AFB	Expiration Date: 12 MAY 2014

Found 0 Issues And 3 Warnings

Account Information (0 issues, 0 warnings)

- Account Roles (0 issues, 1 warnings)
WARNING: This account is approaching the recertification deadline in 88 days. You must request recertification AND your user administrator must approve your request before 12 MAY 2014. If both of these actions do not occur, your account's roles will be removed.

Professional Experience (0 issues, 0 warnings)

Rider (0 issues, 0 warnings)

Motorcycle (0 issues, 0 warnings)

+ Formal Training (0 issues, 1 warnings)

+ Unit/Base Briefings (0 issues, 1 warnings)

Clear Account Validation Results

Done With Account Validation

Account Validation took 7.52 seconds to analyze this record.

You have completed your record and AFSAS is validating the information entered. Unless you have issues or warnings associated with the “Account Information, Account Roles, Professional Experience, Rider, or Motorcycle” you can close the “Account Validation Results” window by clicking on “Done With Account Validation”.

To correct issues or warnings, click on the area of the issue or warnings and make appropriate corrections. Also, you may have to contact your MSR on some issues and warnings and they should be able to correct them if needed.

You have completed your record in AFSAS/MUSTT Training Module.

Click “Done with Account Validation” to proceed.

Click “NEXT SLIDE” to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

DATA VIEWER HOMEPAGE

DATA VIEWER: HOMEPAGE +

- Personal Information

DoD ID:

--

Employment Status Tier 1:

US Military and Coast Guard

Employment Status Tier 2:

USAF Regular

Grade:

E4

Name:

Allen, Alfred Anthony

Assigned Organization Tier 1:

US Air Force

Assigned Organization Tier 2:

377 Maintenance Squadron (377 MXS)

Office Symbol:

MXAA

AFSAS thinks you work at:

377 MXS/MXAA

Base:

Kirtland AFB

Functional Area:

Intelligence

AFSC/Job Series:

Aircraft Structural Maintenance (2A7X3)

Skill Level:

Journeyman

Motorcycle rider?

Yes

Email Address:

allen.alfred@us.af.mil

Phone:

DSN: (312) 246 - 0000

US Commercial: (505) 846 - 0000

International: --

Official Mailing Address:

Line 1: --

Line 2: --

Line 3: --

City, State, Zip --

or Foreign Country:

+ 1 Job Function in Current Position

+ 1 Account Roles

+ Professional Experience

+ 1 Attached Files

+ Motorcycle Rider Data

+ Account Information

+ History Log

[Done With Data Viewer](#)

From this page you can review your entire record. As shown to the right, there are 8 sections. Personal Information, Job Function in Current Position, Account Roles, Professional Experience, Attached Files, Motorcycle Rider Data, Account Information, and History Log. To open or close each section click on the – or + located to the left of the section titles.

If no changes are needed and you have completed your review, click on “Done with Data Viewer” . You will be taken to a screen identifying your AFSAS Administrators. If you should have problems with AFSAS, submit a “Feedback” information located later in this tutorial or contact your MSR who will contact an administrator if needed.

You have completed entering and reviewing your data within the MUSTT/Training Module.

Click “NEXT SLIDE” to continue tutorial.

NEXT SLIDE

LAST SLIDE VIEWED

AFSAS TEST (Training) HOME

UNCLASSIFIED REPORTING ONLY

MY ACCOUNT EMAIL FEEDBACKS FILE SHARING HELP LOGGED IN AS (X) ALLEN, ALBERT A. USAF 377 KKS/MAAA

AFSAS Time: 13 FEB 2014 1551(2)

MENUS

Next, we will discuss the Menus located at the Top and Left side of the MUSTT/Training module.

If you don't wish to continue, at the top of the MUSTT/Training module page, move your cursor over your name, click on "Logout" or just close window. It is always better to "Logout" than just close window.

The next few slides will briefly talk to the menus located at the TOP of the page and along the LEFT side of the page.

Starting with the TOP menu.

Click "NEXT SLIDE" to continue.

AFSAS Web Page Accessibility/Section 508

All active fields marked with an asterisk (*) in red font are required before submitting this page.

Submit Feedback

Data on this page created by CTR/Item, Genent, USAF AFSAS/US on 13 FEB 2014 1551(2), and last updated by AFSAS Section Manager, USAF AFSAS/US on 13 FEB 2014 1551(2)

AFSAS Version

MY ACCOUNT (INFO)

My Account

My Account Roles

My Professional Experience

My Motorcycle Rider Info

Rider Information

Motorcycles

Training Courses

Unit/Basic Briefings

My Files

My Account Validation

My Data Viewer

My User Administrators

My Organization Hierarchy

My Email Inbox

My Login Log

My Access Log

Request AFSAS Access Recertification

Create My Secondary Account

MY RECENTLY VIEWED

Feedbacks

Current AFSAS Session

SYSTEMS SEARCH

Feedbacks

GO

SYSTEMS SEARCH

By Feedback ID

GO

Specify multiple names by comma

MY ACCOUNT

MESSAGE If you require a change to a field that you cannot update, please contact your User Administrator.

Applicant, User and User Administrator Responsibilities

Who Should Have a Secondary AFSAS Account?

Personal Information

DoD ID: *

Employment Status Tier 1: * US Military and US Air Guard

Employment Status Tier 2: * USAF Regular

Grade: * E7

Name: allen, albert a

Assigned Organization Tier 1: * US Air Force

Assigned Organization Tier 2: * 377 Maintenance Squadron (377 MNS)

Other: * * * * * (e.g. 377 MNS, 377 MNS)

AFSAS Training Work at: * 377 MNS/MAAA

If this is incorrect, read the footer helps for Organization Tier 1 and Offload Symbol.

Base: * * * * * Kirtland AFB

If not located on a Government Installation

Functional Area: * Maintenance - Aircraft

AFSC / Job Series: * * * * * Aircraft Structural Maintenance (2A7X3)

Skill Level: * * * * * Craftsman (7)

Motorcycle rider? * * * * * Yes

Contact Information

Phone* (At least one contact number is required)

DSN: (312 COMUS) * * * * * 240 * * * * * 1234 ext.:

US Commercial: (505) * * * * * 846 * * * * * 1234 ext.:

International: * * * * * ext.:

Email Address: * allen.albert@us.af.mil

Confirm Email Address: * allen.albert@us.af.mil

Official Mailing Address (optional)

Line 1: * * * * *

Line 2: * * * * *

Line 3: * * * * *

City, State, Zip or Foreign Country: * * * * *

Job Function(s) in Current Position* Check all that apply

☐ Bioenvironmental Engineer ☐ Chief of Safety ☐ Chief of the Office of Record ☐ Flight Safety Non-Commissioned Officer

☐ Flight Safety Officer ☐ Flight Surgeon ☐ Functional Area Records Manager ☐ Ground Safety Manager

☐ Ground Safety Technician ☐ Human Factors Expert ☐ Medical Provider ☐ Mishap Investigator

☐ Motorcycle Program Manager ☐ Motorcycle Safety Representative ☐ Other (i.e., Motorcycle Rider) ☐ Squadron Flight Safety Officer

☐ Public Health ☐ Records Custodian ☐ SIB Member ☐ System Safety Program Manager ☐ Unit Safety Representative

☐ Supervisor of Civilians ☐ Supervisor of Military ☐ System Safety Program Manager ☐ Unit Safety Representative

☐ Weapons Safety Manager

Account History Log (read only)

13 FEB 2014 1551(2) guest

- Initial Account Creation

Update Account History Log (optional)

4000 characters remaining on your input limit. (Word Count: 0)

Account Information

Account Created: 13 FEB 2014 1551(2)

Last Updated: 13 FEB 2014 1551(2)

User Agreement Accepted/Not Yet Accepted View User Agreement

My Administrators List

If you need help, please contact the appropriate administrator from the listing below.

Action Grade	Name	Base	Organization	Phone Numbers	Email Address
CTR	Andrew, Igor	Kirtland AFB AFSEC/SEAC	DSN: 312-263-289	andrew_igor@us.af.mil	
O2	Koshkin, Raisa	Kirtland AFB AFSEC/SEAC	COMM: 505-846-6881	raisa.koshkin@kirtland.af.mil	
GS12	Roper, Donna	Kirtland AFB AFSEC/SEAR	DSN: 312-246-0610	donna.ropers@afsaas-test.kirtland.af.mil	
GS14	Christensen, Dennis G	Kirtland AFB AFSEC/SEAC	DSN: 312-246-1402	dennis.christensen@kirtland.af.mil	
GS14	Nunn, Mark	Kirtland AFB AFSEC/SEAR	DSN: 312-246-0675	mark.nunn-02@afsaas-test.kirtland.af.mil	
	Parras, Jose	Kirtland AFB AFSEC/SEAC	DSN: 312-246-1624	COMM: 505-846-1624	
CTR	Rochwood, Claudia	Kirtland AFB AFSEC/SEAC	COMM: 619-245-0587	claudia.rochwood.1.ch@us.af.mil	
GS13	Spradley, James	Kirtland AFB AFSEC/SEAR	DSN: 312-246-1624	james.spradley@afsaas-test.kirtland.af.mil	
CTR	Parras, Jose	Kirtland AFB AFSEC/SEAR	DSN: 312-246-0827	jose.parras.ch@afsaas-test.kirtland.af.mil	
CTR	Johnson, Brian	Kirtland AFB AFSEC/SEAC	DSN: 312-846-1402	COMM: 505-846-1402	
CTR	Holmgren, Derek	Kirtland AFB AFSEC/SEAC	COMM: 505-846-0728	derek.holmgren.ch@kirtland.af.mil	
CTR	MacCurtin, Douglas	Kirtland AFB AFSEC/SEAC	DSN: 312-263-1402	douglas.maccurtin@kirtland.af.mil	
CTR	Parras, Jose	Kirtland AFB AFSEC/SEAC	DSN: 312-246-1624	COMM: 505-846-1624	

NEXT SLIDE

LAST SLIDE VIEWED

TOP MENU

MY ACCOUNT EMAIL FEEDBACKS FILE SHARING HELP LOGGED IN AS: E7; ALLEN, ALBERT A.; USAF 377 MXS/MXAA										9	1
My Account											
My Account Roles											
My Professional Experience											
My Files											
My Account Validation											
My Data Viewer											
My User Administrators											
My Organization Hierarchy											
My User Agreement											
Create My Secondary Account											
Search Accounts											

Under the “MY ACCOUNT” tab you will be able to preview and make changes to your AFSAS account, your roles, professional experience and uploaded files. The primary tab here that will be used is the “My Account” tab. Under this tab you will be able to change your unit of assignment should you PCS or PCA. Also when you retire you will be able to remove your record from a unit roster.

MY ACCOUNT tab used to change “Assigned Organization Tier 2” to gaining unit. Before leaving your old unit for your new unit use this tab to change your unit of assignment “Assigned Organization Tier 2” from current unit to gaining unit. Tab also will allow you to change your status as a motorcycle rider from “YES” to “NO” or from “NO” to “YES”. Before retiring or separating change status to “NO” if currently being tracked as a rider. ([Click to Preview Screen shot](#)).

MY ROLES will change your account from a basic to and elevated. **Do not** change without confirming your need to upgrade with your Unit Administrator (UA) for AFSAS.

MY PROFESSIONAL EXPERIENCE will only be used should you become rated. **Do not** change without confirming your need to change with your UA. ([Click to Preview Screen Shot](#)).

MY FILES allows you to edit, upload or delete electronic files in your record. ([Click to Preview Screen Shot](#)).

MY ACCOUNT VALIDATION will run an internal check to see if there are issues are warnings associated with your account. ([Click to Preview Screen Shot](#)).

MY DATA VIEWER used to preview entire record. Cannot make any changes from this view. ([Click to Preview Screen Shot](#)).

MY USER ADMINISTRATOR shows a listing of your AFSAS UAs and contact information.

MY ORGANIZATION HIERARCHY used by developers and UAs.

MY USER AGREEMENT may be used to refresh your memory and understanding of responsibilities for use of AFSAS. ([Click to Preview Screen Shot](#)).

CREATE MY SECONDARY ACCOUNT AND SEARCH ACCOUNTS used only by UAs and MSRs.

TOP MENU

MY ACCOUNT EMAIL FEEDBACKS FILE SHARING HELP LOGGED IN AS: E7; ALLEN, ALBERT A.; USAF 377 MXS/MXAA 9 1

EMAIL tab: Self-explanatory.

FEEDBACKS tab: Under this tab the only internal feedback tab you may use will be the one titled “My Submitted Feedbacks”. Used to review any feedbacks you may have submitted.

FILE SHARING tab: Will not be used by riders.

HELP: Self-explanatory.

LOGGED IN AS: The primary use of this tab is to Log Out.

NEXT SLIDE

LAST SLIDE VIEWED

LEFT MENU INDEX

MY ACCOUNT INFO
My Account
My Account Roles
My Professional Experience
+ My Motorcycle Rider Info
Rider Information
Motorcycles
Training Courses
Unit/Base Briefings
My Files
My Account Validation
My Data Viewer
My User Administrators
My Organization Hierarchy
My Email Inbox
My Login Log
My Access Log
Request AFSAS Access Recertification
Create My Secondary Account
MY RECENTLY VIEWED
Feedbacks
Current AFSAS Session
KEYWORD SEARCH
<input type="radio"/> Feedbacks
<input type="text"/> <input type="button" value="GO"/>
NUMERIC SEARCH
<input checked="" type="radio"/> By Feedback ID
<input type="text"/> <input type="button" value="GO"/>
Separate multiple entries by comma

The LEFT index menu has many tabs similar to the TOP menu. In the previous page we talked about My Account, My Account Roles, My Professional Experience, My Files, etc. Primarily the only tabs you will use in the LEFT menu are the Rider Information and Motorcycles tabs. These Tabs we covered during creation of your record.

Rider Information: [View Screen Shot](#)

Motorcycles: [View Screen Shot](#)

Please consult with your MSR for assistance with maintaining your record in AFSAS.

NEXT SLIDE

LAST SLIDE VIEWED

MUSTT Tutorial for Riders

END

Please send any comments or suggestions to improve this training tutorial to:

Mr. Arthur “Triple A” Albert

arthur.albert@us.af.mil